



Billing Code: 7510-01

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

[NARA-13-0029]

Records Schedules; Availability and Request for Comments

AGENCY: National Archives and Records Administration
(NARA) .

ACTION: Notice of availability of proposed records
schedules; request for comments.

SUMMARY: The National Archives and Records Administration (NARA) publishes notice at least once monthly of certain Federal agency requests for records disposition authority (records schedules). Once approved by NARA, records schedules provide mandatory instructions on what happens to records when no longer needed for current Government business. They authorize the preservation of records of continuing value in the National Archives of the United States and the destruction, after a specified period, of records lacking administrative, legal, research, or other value. Notice is published for records schedules in which agencies propose to destroy records not previously authorized for disposal or reduce the retention period of records already authorized for disposal. NARA invites

public comments on such records schedules, as required by
44 U.S.C. 3303a(a).

DATES: Requests for copies must be received in writing on
or before [insert date 30 days from publication in the
Federal Register]. Once the appraisal of the records is
completed, NARA will send a copy of the schedule. NARA
staff usually prepare appraisal memorandums that contain
additional information concerning the records covered by a
proposed schedule. These, too, may be requested and will
be provided once the appraisal is completed. Requesters
will be given 30 days to submit comments.

ADDRESSES: You may request a copy of any records schedule
identified in this notice by contacting Records Management
Services (ACNR) using one of the following means:

Mail: NARA (ACNR), 8601 Adelphi Road, College Park,
MD 20740-6001

E-mail: request.schedule@nara.gov.

FAX: 301-837-3698

Requesters must cite the control number, which appears in
parentheses after the name of the agency which submitted
the schedule, and must provide a mailing address. Those
who desire appraisal reports should so indicate in their
request.

FOR FURTHER INFORMATION CONTACT: Margaret Hawkins,
Director, Records Management Services (ACNR), National
Archives and Records Administration, 8601 Adelphi Road,
College Park, MD 20740-6001. Telephone: 301-837-1799. E-
mail: request.schedule@nara.gov.

SUPPLEMENTARY INFORMATION: Each year Federal agencies
create billions of records on paper, film, magnetic tape,
and other media. To control this accumulation, agency
records managers prepare schedules proposing retention
periods for records and submit these schedules for NARA's
approval, using the Standard Form (SF) 115, Request for
Records Disposition Authority. These schedules provide for
the timely transfer into the National Archives of
historically valuable records and authorize the disposal
of all other records after the agency no longer needs them
to conduct its business. Some schedules are comprehensive
and cover all the records of an agency or one of its major
subdivisions. Most schedules, however, cover records of
only one office or program or a few series of records.
Many of these update previously approved schedules, and
some include records proposed as permanent.

The schedules listed in this notice are media neutral
unless specified otherwise. An item in a schedule is media

neutral when the disposition instructions may be applied to records regardless of the medium in which the records are created and maintained. Items included in schedules submitted to NARA on or after December 17, 2007, are media neutral unless the item is limited to a specific medium. (See 36 CFR 1225.12(e).)

No Federal records are authorized for destruction without the approval of the Archivist of the United States. This approval is granted only after a thorough consideration of their administrative use by the agency of origin, the rights of the Government and of private persons directly affected by the Government's activities, and whether or not they have historical or other value.

Besides identifying the Federal agencies and any subdivisions requesting disposition authority, this public notice lists the organizational unit(s) accumulating the records or indicates agency-wide applicability in the case of schedules that cover records that may be accumulated throughout an agency. This notice provides the control number assigned to each schedule, the total number of schedule items, and the number of temporary items (the records proposed for destruction). It also includes a brief description of the temporary records. The records schedule itself contains a full description of the records at the file unit level as well as their disposition. If

NARA staff has prepared an appraisal memorandum for the schedule, it too includes information about the records. Further information about the disposition process is available on request.

SCHEDULES PENDING:

1. Department of the Army, U.S. Army Corps of Engineers (DAA-AU-2013-0003, 2 items, 1 temporary item).

Videotape recordings of routine activities of the New Orleans District Office, primarily from 1981 to 1995.

Proposed for permanent retention are videotape recordings of the office's significant activities during this period.

2. Department of Commerce, Bureau of the Census (DAA-0029-2013-0003, 1 item, 1 temporary item). Records relating to processing user-defined tabulations created from decennial census microdata.

3. Department of Defense, National Reconnaissance Office (N1-525-12-2, 4 items, 4 temporary items). Records include budget, appropriations, and other expenditure accounting files.

4. Department of Defense, National Reconnaissance Office (N1-525-12-4, 3 items, 3 temporary items). Records include routine investigative, audit, litigation, and other legal files.

5. Department of Defense, Office of the Secretary of Defense (N1-330-13-3, 1 item, 1 temporary item). Master files of an electronic information system used to maintain scholarship and fellowship program records.

6. Department of Health and Human Services, Office of the Secretary (DAA-0514-2013-0002, 1 item, 1 temporary item). Master files of an electronic information system that maintains user login information for a health awareness web site.

7. Department of the Navy, Agency-wide (DAA-0428-2012-0004, 11 items, 11 temporary items). Correspondence and related records regarding the administration of family support programs.

8. Department of Transportation, Federal Transit Administration (DAA-0408-2013-0009, 1 item, 1 temporary item). Master files of an electronic information system used to manage a financial assistance and award program.

9. Office of Personnel Management, Agency-wide (N1-478-11-4, 1 item, 1 temporary item.) Master files of an electronic information system used to create and manage vacancy announcements and develop lists of eligible applicants for federal jobs.

10. Special Inspector General for Afghanistan Reconstruction, Agency-wide (N1-220-11-3, 25 items, 12 temporary items). Records include routine hotline investigative case files pertaining to waste, fraud, and abuse; reference files; notes; and working files. Proposed for permanent retention are executive program and

correspondence files, speeches, congressional meeting files, formal legal opinions, and investigative case files of historical significance.

Dated: June 11, 2013

Paul M. Wester, Jr.

Chief Records Officer for the U.S. Government

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